

JANUARY 2023  
PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF EDUCATION

Applicants are encouraged to apply using e-Recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za).

**CLOSING DATE:** 10 FEBRUARY 2023. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri). For any technical support please email: [sanet.nieuwenhuys@ecdoe.gov.za](mailto:sanet.nieuwenhuys@ecdoe.gov.za)

**APPLICANTS: APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED, NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED DUE TO COVID 19.**

**NB:** It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications)

**Note:** Applications must be submitted on a New Z83 Form, obtainable from any Public Service Department OR go to [www.dpsa.gov.za](http://www.dpsa.gov.za) OR <http://www.ecprov.gov.za> which must be signed (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unsignable – applicants applied via the system will not be disqualified) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s), [Matric certificate must also be attached] ID-document and Driver's license [where applicable]. Such copies need not be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results.

**APPLICATIONS:**

Head Office Enquiries – Ms NP Sipahlanga Tel: 040 608 4245

Post to: The Director: Human Resources Administration Services, Eastern Cape Department of Education, Private Bag X 0032, Bisho, 5605 Provincial Treasury, Private Bag X0029, Bisho, 5605.

**CLOSING DATE: @ 12H00**

**CHIEF DIRECTOR: MANAGEMENT ACCOUNTING**

NB\*Gender equity and people living with disability will be prioritized in filling this post

Salary Package: R1 308 051 - R1 563 948 per annum (Level 14) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Finance

Centre: Provincial Office - Zwelitsha

Ref: ECDOE CDMA01/01/2023

**REQUIREMENTS:** A Senior Certificate, A NQF 7 in the fields of Accounting, Finance or Auditing. Minimum of 8-10 years relevant experience at senior management level. Knowledge of Financial management, financial accounting, and business practices. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Ability to establish and manage financial systems and controls. Knowledge of strategic planning, budgeting and government payment processes and systems. Project Management skills. Service orientated. Sound organizing,

planning and leadership skills. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. In-depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Labour Relations Act, Public Service Act and its regulations and Supply Chain Management policies and practices. A high degree of aptitude for strategic planning and management, decision-making, leadership, innovation, and motivation. South African citizenship. Knowledge of Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management and Communication (written and verbal). Knowledge of Financial Management, Financial Accounting, HR management practices and business practices. Ability to establish and manage financial systems and control. A valid Code B driver's license. Ability to work under pressure and long hours.

**KEY RESULT AREAS:** Manage timely preparation of financial statements in accordance with prescribed standards and formats, taking into consideration NT & PT policies and circulars. Manage timely payments of Service Providers, Personnel payments, and Departmental stakeholders and ensure sound Bank Management practices. Ensure implementation of effective internal control mechanisms. Ensure implementation of effective and compliant financial management policies and procedures. Provide revenue collection, payment services and accounting reporting services. Manage the Administration Programme of the Eastern Cape Department of Education including the Departmental Audit Controllers activities.

Enquires: Ms. N.D. Ngcingwana Tel: (040) 608 4415

#### **DIRECTOR: SALARY MANAGEMENT**

NB\*Gender equity and people living with disability will be prioritized in filling this post

Salary Package: R1 105 383 - R1 302 102 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Finance

Centre: Provincial Office - Zwelitsha

Ref: ECDOE DSM02/01/2023

**REQUIREMENTS:** An appropriate bachelor's degree/advanced diploma (NQF level 7) in Finance / Accounting Management or equivalent qualification. Five (5) years of proven experience in a Middle Managerial level in payroll management and salary administration environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Excellent knowledge of operating, BAS and PERSAL systems. Knowledge and understanding of Financial Management Acts (PFMA), Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge and understanding of the Education sector will serve as an added advantage. Good planning and organization. Analytical and problem-solving skills. Ability to communicate ideas and issues at all levels. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organizations and deal with complex and highly sensitive matters and information. Ability to develop strategies and clear standards, knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. Willingness to travel and a valid driver's license.

**KEY RESULT AREAS:** The successful candidate will be reporting to the Chief Director Financial Accounting Services: will be responsible to provide strategic and leadership direction in the Salary Administration Directorate; Oversee and managing the administration of Examinations, Claims and Payroll; Manage the administration of salaries payments, control and maintenance of salary transactions; Manage the provision payroll administration services; Manage and monitor and distribution of salary pay slips to all pay points throughout the country; Manage payroll certification of supplementary, permanent and temporary PERSAL runs every month; Manage and monitor and control of monthly updates to Chief Director Financial Accounting on outstanding payroll in terms of treasury regulations; Manage the control, maintain salary examination payments; Manage the control and maintain salary transactions; Manage and monitor deductions & resignations. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions, Labour Relations Act, Public Service Act, and Public Service Regulations. Ability to work under pressure and long hours.

Enquires: Ms. N Ncingwana Tel (040) 608 4415

#### **DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

NB\*Gender equity and people living with disability will be prioritized in filling this post

Salary Package: R1 105 383 - R1 302 102 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Human Resource Development

Centre: Provincial Office - Zwelitsha

Ref: ECDOE DHRD03/01/2023

**REQUIREMENTS:** A Senior Certificate, NQF Level 7 qualification in Human Resources Management/Public Administration/Business Administration/Human Sciences as recognized by SAQA with 5 years' experience at Middle Management Service Level within the Human Resource environment. Candidate recommended must be in

possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of Public Service Act (1994), Public Service Regulation (2016), Public Finance Management Act, Skills Development Act, and any other relevant legislation that is applicable to public service. Valid Code 8 Driver's license a requirement. Computer literacy (MS Office) experience

**KEY RESULT AREAS:** Management of Quality Management System (QMS) and Performance Management and Development Systems (PMDS) processes. Facilitate, coordinate, and monitor the implementation of QMS and PMDS. Facilitate the development of Workplace Skills Plan and the implementation thereof. Mobilize stakeholders around HRD activities. Coordinate the development of staff and youth in relation to bursaries, internship, and learnerships. Strengthen working relations with all relevant Seta's. Management and coordination of EPWP programme and all other ad hoc programmes. Ability to work under pressure and long hours.

Enquires: Mr. Q Luthuli Tel 040 608 4624

**DISTRICT DIRECTOR: ALFRED NZO EAST**

Salary Package: R1 105 383 - R1 302 102 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Institutional Operations Management

Centre: Mbizana

Ref: ECDOE DDANE04/01/2023

**REQUIREMENTS:** NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service (Salary level 11 and 12) Level in Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

**KEY RESULT AREAS:** Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.

Enquiries: Mr. TT Dyasi Tel (047) 5024272/4225

**DISTRICT DIRECTOR: OR TAMBO COASTAL**

Salary Package: R1 105 383 - R1 302 102 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Institutional Operations Management

Centre: Lusikisiki

Ref: ECDOE DDORTC05/01/2023

**REQUIREMENTS:** NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA Five (5) years' relevant experience at Middle Management Service (Salary level 11 and 12) Level in Educational environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

**KEY RESULT AREAS:** Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.  
Enquiries: Mr. TT Dyasi Tel (047) 5024272/4225

**DISTRICT DIRECTOR: JOE GQABI**

Salary Package: R1 105 383 - R1 302 102 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Institutional Operations Management

Centre: Sterkspruit

Ref: ECDOE DDJQ06/01/2023

**REQUIREMENTS:** NQF Level 7 qualification in Public Administration/Education/Management as recognized by SAQA with 5 years' relevant experience at Middle Management Service (Salary level 11 and 12) Level. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's license a requirement. Ability to work under pressure and long hours.

**KEY RESULT AREAS:** Manage the professional and administrative functioning of District, Provide leadership and direction with regard to the promotion of Early Childhood Development, Education Management and governance Development, oversee the support of ordinary schools and special schools, effectively manage the co-ordination of circuit offices, Promote and maintain sound labour relations and ensure effective communication between the educational institution and the District Office, Plan, co-ordinate, implement, maintain, evaluate and interpret policy, programs and systems for general and further education and training, ECD and inclusive education. Facilitate and promote quality of teaching and learning in the District, Including the efficient administration of public examinations. Develop district and subject improvement plans. Assisting schools with compiling school improvement plans or development plans. Ensure the collection and analyses of school, circuit and district data to inform planning. Ensure that District, Circuits and schools improvement plans are linked and coherent to the National and Provincial departmental plans. Co-ordinate and monitor that the allocation and utilization of resources in the District is cost effective and benefits the institutions equitably. To plan priorities of Mpumalanga Department of Education including resource planning. Facilitate the continuous development of self-managing educational institutions. Account to the Cluster Chief Director for all policy and financial mandates of the District. Actively engage in policy development to ensure the support of the district in the continuous review of policy imperatives and implementation thereof. Manage the transformation programs and processes of the District. Manage and render communication services. Manage and render corporate services for the District in accordance with policy and delegations. Respond to any complaints or enquiries referred by the office of the MEC, Head of Department and Branch Managers. Provide an enabling environment and targeted support for education institutions within districts to do their work in line with educational law and policy. Ensure that district officials provide targeted support to education institutions through school visits, classroom observations, consultants and cluster meetings.  
Enquiries: Mr. TT Dyasi Tel (047) 5024272/4225

ENGINEER as Infrastructure Programme Manager

(Re-advertisement)

Salary Package: R750693 CTC per annum (OSD)

Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Physical Resource Management

Directorate: Physical Resource Planning (Dora Funded)

Centre Provincial Office– Zwelitsha

Ref. ECDOE EE07/01/2023

**REQUIREMENTS:** University degree in Engineering and/or equivalent qualification. Registered as a Professional Engineer with ECSA. Valid driver's license. Minimum of Three years' experience post qualification. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

**KEY RESULT AREAS:** Infrastructure Programme and Project Planning in line with IDMS-Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan- Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

Enquiries: Mr. T Petole (040-608 4246)

## QUANTITY SURVEYOR (GRADE A)

(Re-advertisement)

Salary Package: R646 854 CTC per annum (OSD)

Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

Programme: Physical Resource Management

Directorate: Infrastructure Delivery Management (Dora-funded)

Centre: Provincial Office - Zwelitsha

Ref: ECDOE-QS08/01/2023

Requirements: University Degree in Quantity Surveying and/or equivalent qualification. Registration with SACQSP as a professional Quantity Surveyor. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification.

KPA's: Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Maintain planning and cost norms & standards library. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods, and criteria for Capex [capital], Minor capital and maintenance projects. Make inputs to commissioning plans from a quantity surveying perspective. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management. Develop cash flow projections. Develop costing models. Provide inputs to life cycle costing. Provide inputs to operational narratives from a quantity surveyor perspective. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery Management. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. Provide inputs to the final project list from a Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, modern technology, and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. NB\*Gender equity and people living with disability will be prioritized in filling this post.

Enquiries: Mr. T Pefole (040-608 4246)

## CHIEF WORKS INSPECTOR: PHYSICAL RESOURCE MANAGEMENT

Salary Notch: R 331 188 – R390 129 per annum (Level 08)

Programme: Physical Resource Management

Centre: Alfred Nzo West – Mt Frere

Reference No: ECDOE CWI10/01/2023

REQUIREMENTS: A National Diploma (T/N/S streams) or equivalent, or A N3 and a passed trade test in the building environment. Registration as an Engineering Technician, and a valid driver's license. 3 to 5 years appropriate experience. Skills: Must be computer literate in (MS Word, Excel, and PowerPoint) Be fluent in at least 2 official languages of the province. Must have good verbal and written communication skills. Must have good interpersonal skills.

KEY RESULT AREAS: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: (a) Prepare specifications for unplanned maintenance and minor new work. (b) Develop a bill of quantities. (c) Develop proposals on the associated costs. 2. Render an inspection service of work done on new projects and existing structures, through inter alia the following: (a) Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. (b) Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. (c) Develop, implement, and maintain an electronic record system for work being done and work that was finalised. (d) Develop progress reports on outstanding and finalised work. 3. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: (a) Develop and interpret plans and sketches. (b) Draw-up quotation documents and compile specifications, bills of quantities and bid documents. (c) Adjudicate and provide recommendations on quotations and bids. (d) Liaise with relevant stakeholders in respect of technical aspects. 4. Manage the activities of contractors on project sites through inter alia the following: (a) Advice and guide contractors in respect of the compliance to legislation and procedures. (b) Verify invoices and certify progress of payments. (c) Check and process variation orders and make recommendations on requests for the extension of deadlines. (d) Brief contractors and consultants on projects and certify claims for fees. (e) Ensure effective contract administration. (f) Facilitate and resolve problems emanating from projects and develop progress

reports on projects. 5. Gather and submit information in terms of the extended public works programme. 6. Supervise the performance and conduct of Works Inspectors through inter alia the following: (a) Identify skills development needs and provide training and development opportunities for Works Inspectors. (b) Provide advice and guidance on the interpretation and application of legislation, policies, and procedures. (c) Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. (d) Monitor the proper utilization of equipment, stores, and expenditure. (e) Administer the departmental performance management and development system.

Enquiries: Mr. T Pefole Tel 040 608 4624

#### FARM MANAGER

Salary Notch: R269 214 – R317 127 per annum (Level 07)

Centre: Alfred Nzo West - Moshesh Senior Secondary School

Programme: Schools Support Staff (EMIS 200500744)

Reference No: ECDOE FM11/01/2023

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**KEY RESULT AREAS:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

Enquiries: School Principal Tel (076) 225 4557

#### FARM MANAGER

Salary Notch: R269 214 – R317 127 per annum (Level 07)

Centre: Alfred Nzo West – Moorosi Agricultural School

Programme: Schools Support Staff (EMIS 200501015)

Reference No: ECDOE FM12/01/2023

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**KEY RESULT AREAS:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

Enquiries: School Principal Tel (072) 324 6062

#### FARM MANAGER

Salary Notch: R269 214 – R317 127 per annum (Level 07)

Centre: Alfred Nzo West - Osborn Senior Secondary School

Programme: Schools Support Staff (EMIS 200501001)

Reference No: ECDOE FM13/01/2023

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**KEY RESULT AREAS:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

Enquiries: School Principal Tel (71) 657 0169

#### FARM MANAGER

Salary Notch: R269 214 – R317 127 per annum (Level 07)  
Centre: Chris Hani West - Bengu Agricultural High School  
Programme: Schools Support Staff (EMIS 200600677)  
Reference No: ECDOE FM14/01/2023

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**KEY RESULT AREAS:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

Enquiries: School Principal Tel (071) 063 0934

#### FARM MANAGER

Salary Notch: R269 214 – R317 127 per annum (Level 07)  
Centre: Chris Hani West - Freemantle Boys' High School  
Programme: Schools Support Staff (EMIS 200600204)  
Reference No: ECDOE FM15/01/2023

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**KEY RESULT AREAS:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research /



training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

Enquiries: School Principal Tel (82) 448 8485

#### FARM MANAGER

Salary Notch: R269 214 – R317 127 per annum (Level 07)

Centre: Amathole West - Winterberg Agricultural High School

Programme: Schools Support Staff (EMIS 200100862)

Reference No: ECDOE FM16/01/2023

**REQUIREMENTS:** A Senior Certificate. SAQA recognised Agricultural Diploma (NQF6). Three years supervisory agricultural farming experience essential. Ability to work well independently and within a team. Strong management and communication skills. Being maintenance/mechanically orientated. Computer literate. Valid driver's license

**KEY RESULT AREAS:** Manage natural resources: Implement veld management systems e.g., rotational grazing, burning, apply appropriate stocking rates (grazing capacity), etc.; Implement soil conservation by inter alia the maintenance of contours etc.; Implement the provision of sufficient water supply; Implement a crop production system, e.g., dry & irrigated production; Maintain environmental legislative compliance, e.g., control of invader plants, etc. Manage the day-to-day agricultural activities: Implementation of livestock management programs including dipping, dosing, culling and selection, treatments, breeding, vaccination etc.; Cultivation of land e.g. propagation of plants, administration of weed killers and pesticides, ensuring optimal soil preparation, production, harvesting, storage etc.; Appropriate disposal of farm waste material, e.g. oil, manure, chemical containers, plastic bags, abattoir affluent, pesticides, etc.; Arrangement of material & facilities for practical demonstrations e.g. seed bed preparation, castrations, dehorning etc. during open days, farmer's days & to learners groups. Implement new infrastructure projects and maintain existing infrastructure e.g., farm fences, roads, irrigation systems, buildings, animal housing, water supply systems, quarantine facilities, implements, tractors, etc. in support of research / training and / or general farm activities. Provide support for research/training purposes by e.g., ensuring the availability of resources required for programmed research / training trials / demonstrations etc. Perform all administrative and related functions: Compile reports as required; Manage assets of the farm; Give inputs for budget planning; Expenditure control.

Enquiries: School Principal Tel (046) 555 0005

#### FARM FOREMAN

Salary Notch: R 181 511 – R213 912 per annum (Level 05)

Centre: Amathole West: Phandulwazi Agricultural High School

Programme: Schools Support Staff (EMIS 200200684)

Reference No: ECDOE FF17/01/2023

**REQUIREMENTS:** A Senior Certificate. Three (3) years' Experience as General Worker would be an added advantage. Knowledge of basic safety precautions in handling hazardous material / liquids. Event services / preparations, Use of cleansing equipment, Maintenance / care of cleaning equipment. Must be honest and work with integrity. Be professional and self-driven. Good communication skills (written and verbal skills).

**KEY RESULT AREAS:** Execute routine activities in respect of crop production which would inter alia include the following: - Irrigation of crops, Soil cultivation and preparation e.g., Cleaning, Ploughing, etc. Apply chemical crop protection e.g., operate a knapsack Reaping, grading, weighing, packing and storage of a farm produce Daily tending of crops/ orchards/ vineyards e.g., pruning, weeding etc. Execute routine activities in respect of livestock which would inter alia include the following: - Care for sick livestock, Dipping, vaccination & dosing, assist with calving, lambing, hatching etc. Count livestock, Shepherding, moving, weighing of livestock, Slaughtering, culling, Weighing, milling, mixing of feeds, Stacking, and storing of fodder and feeds, Feeding, Milking, Cleaning of water troughs for livestock. Execute general routine activities which would inter alia include the following: - Cleaning of facilities, Disposal of farm waste material, provide water supply for livestock and farm buildings, Care for equipment e.g., cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/offloading. Execute general routine activities in respect of infrastructure which would inter alia include the following: - Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.

Enquiries: School Principal Tel (082)200 7645

#### ACCOUNTING CLERK

Salary Notch: R 181 511 – R213 912 per annum (Level 05)

Programme: Physical Resource Management

Centre: Provincial Office - Zwelitsha

Reference No: ECDOE-AO 18/02/2022

**REQUIREMENTS:** Grade 12 certificate and no experience needed. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics Sound knowledge of: Treasury Regulations; Financial accounting process; Generally Recognized Accounting Principles (GRAP); Generally Accepted Accounting Principles (GAAP); Basic Accounting and Logistical Information Systems (BAS and LOGIS); and

attention to detail; Presentation and facilitation skills. solving skills coupled with the ability to work under pressure. Personal qualities – Behavioral Skills: Diligence. Honesty, integrity and confidentiality. Independence. Ethics sensitivity. Objectivity, Good verbal and written communication skills

KPA's: Render Financial Accounting transactions: Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, Collection of cash. Perform Salary Administration support services: Receive salary advices.

Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc), File all documents, Perform Bookkeeping support services, capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions Compile journals  
Render a budget support service: Collect information from budget holders, Compare expenditure against budget, Identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.

Enquiries: Mr. T Pefole Tel 040 608 4624